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Arrangements for the High-level Plenary Meeting of the General Assembly of September 2005

United Nations Headquarters, 14-16 September 2005

Information note to delegations

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Introduction

1. The General Assembly, by its resolution 58/291 of 6 May 2004, decided to convene at the commencement of the sixtieth session of the General Assembly, a High-level Plenary Meeting of the Assembly with the participation of Heads of State and Government.

2. By its resolution 59/145 of 17 December 2004, the General Assembly further decided that the High-level Plenary Meeting would be held from 14 to 16 September 2005 in New York. The Assembly also decided to hold the general debate from Saturday, 17 September, to Friday, 23 September, and from Monday, 26 September, to Wednesday, 28 September 2005.

3. The General Assembly made further decisions regarding the organization of the High-level Plenary Meeting in resolution 59/291 of 15 April 2005.

4. The High-level Plenary Meeting of the General Assembly, composed of six plenary meetings, four round-table sessions and one separate meeting on Financing for Development, will be held from Wednesday, 14 September, to Friday, 16 September 2005 at United Nations Headquarters. The plenary meetings and the separate meeting on Financing for Development will be held in the General Assembly Hall. The round-table sessions will be held in Conference Rooms 5/6 (1B level).

A. Arrivals and departures

5. Port of entry arrangements for Heads of State/Government, Vice-Presidents and Crown Princes: Member States, through their Permanent Missions and in coordination with the host country and host city authorities, are responsible for compliance with all host country requirements with regard to entry formalities. They are also responsible for all arrangements such as travel to New York City, transit, ground transportation, attention to special health and medical considerations, secretariat and telecommunication services, and for the delegation's programme of activities that are not related to the High-level Plenary Meeting and the general debate.

6. Procedures at United Nations Headquarters during the High-level Plenary Meeting of the General Assembly for the period from 14 to 16 September 2005: following past practice, the authorities of the United States of America will provide transportation (one vehicle) and security protection to Heads of State/Government and some heads of delegations during their stay in New York. Regardless of the size of the motorcade, only two vehicles — the car with the principal and the car with security — will be allowed to enter the United Nations through the 43rd Street gate and to discharge their passengers at the Delegates' Entrance to the General Assembly Building. The remaining vehicles in the motorcade will discharge their passengers further down First Avenue or in front of the visitors' gate to the United Nations (First Avenue and 46th Street).

7. In order to facilitate the departures of Heads of State/Government from Headquarters, a motorcade desk will be set up on the first floor north of the Delegates' Entrance at the Security Command Post (GA-101). Delegations wishing

to depart must contact the motorcade desk personnel, who will then summon the vehicles and inform the delegation when ready for departure.

8. Strict adherence to the following requirements will ensure the timely and secure arrival of all parties:

(a) All persons in motorcades must have valid United Nations photo identification in order to be permitted to pass through various security checks and enter the Headquarters Building;

(b) Heads of State/Government, members of their parties and other delegations or observers or individual members of such delegations wishing to come to the United Nations on foot from nearby locations are encouraged to do so. Time will be saved and possible delays avoided;

(c) With the exception of motorcades accompanied by police and/or secret service, any delegation arriving at the United Nations by car will need a special vehicle permit to enter the complex. These permits will be available through the Garage Administration, Room CB-021, tel: 212-963-6212.

B. Schedules, list of speakers, statements, documentation and interpretation

Plenary meetings

9. The meetings of the High-level Plenary Meeting will be held according to the following schedule:

Wednesday, 14 September 2005, from 9 a.m. to 10 a.m. and from 3 p.m. to 7 p.m.

Financing for Development from 10 a.m. to 1 p.m.

Thursday, 15 September 2005, from 9 a.m. to 1 p.m. and from 3 p.m. to 7 p.m.

Friday, 16 September 2005, from 9 a.m. to 1 p.m. and from 3 p.m. to 7 p.m.

10. Owing to the importance of the High-level Plenary Meeting, the Head of State of the country of the President of the General Assembly at its fifty-ninth session and the Head of State/Government of the country of the President of the General Assembly at its sixtieth session will jointly preside over the High-level Plenary Meeting.

11. Participants at the High-level Plenary Meeting will include Member States, the Holy See, in its capacity as observer State, and Palestine, in its capacity as observer.

12. At the opening plenary meeting, on Wednesday morning, 14 September 2005, the speakers will be the two Co-Chairpersons, the Secretary-General and the head of the delegation of the host country of the Organization.

13. The list of speakers for the other five plenary meetings of the High-level Plenary Meeting was established by a drawing of lots. The current list of speakers for the meetings of the High-level Plenary Meeting is available in room S-2925 and room S-2940B. Any change or addition to the list of speakers should be communicated in writing to the General Assembly and Economic and Social

Council Affairs Division (room S-2940B, telephone 212-963-5063, fax 212-963-3783)

14. Without prejudice to other organizations which have observer status in the General Assembly, a representative of each of the following may also be included in the list of speakers for the plenary meetings of the High-level Plenary Meeting:

League of Arab States

African Union

European Community

Organization of the Islamic Conference

World Conference of Speakers of Parliament of the Inter-Parliamentary Union

15. Representatives of non-governmental organizations in consultative status with the Economic and Social Council, civil society organizations and the private sector, one from each grouping, may also be included in the list of speakers for the plenary meetings of the High-level Plenary Meeting in consultation with the President of the General Assembly, time permitting.

16. In order to accommodate all speakers at the High-level Plenary Meeting, statements should not exceed five minutes, on the understanding that that will not preclude the distribution of more extensive texts. To facilitate the observance of the time limit, a light system installed on the lectern will signal the approach of the five-minute limit.

17. A minimum of 30 copies of the text of statements to be delivered at the High-level Plenary meetings should be submitted in advance to the Secretariat; failing this, delegations are urged to provide interpreters with five copies (for interpretation into the five other official languages) before the speaker takes the floor. If delegations wish to have the text of statements distributed to all delegations, observers, specialized agencies, interpreters, record-writers and press officers, 350 copies are required. For distribution of the texts of statements to the press, please see the information contained below.

18. Given the security arrangements in place for the High-level Plenary meetings, texts of statements should be delivered to the receiving area located at the rear of the General Assembly Hall between the hours of 8 and 9.30 a.m. by a delegation representative in possession of a valid United Nations building pass. Access will be through the 46th Street gate to the Visitors' Entrance, through the electronic screening area to the elevators on the west side of the Lobby to the receiving area, where a representative of the Secretariat will accept the texts at a special counter. Texts of speeches will be accepted only on the same day that they are to be given.

19. Only official documents of the High-level Plenary Meeting, bearing the General Assembly document symbol and texts of statements to be delivered in plenary meetings will be distributed in the General Assembly Hall.

20. Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. Any speaker may also make a statement in a language other than the official languages. In such cases, in accordance with rule 53 of the rules of procedure of the Assembly, the delegation in question must provide either an interpreter from the non-official into an official language or a written text of the statement in one of the official languages to be read

out by a United Nations interpreter. On the basis of this interpretation or the written text, which is accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters. When a written text is provided, the delegation concerned should make available to the interpreter someone who knows the language in which the statement is to be delivered and the official language into which it has been translated, to guide the interpreter through the translated text and to ensure synchronization between the speaker and the interpreter. Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the interpreter booths in the General Assembly Hall, must be made in advance through the Planning and Meeting Servicing Section (tel: 212-963-8114, fax: 212-963-7405, e-mail: emeetsm@un.org).

Separate meeting on Financing for Development

21. The separate meeting on Financing for Development will be held within the framework of the High-level Plenary meeting from 10 a.m. to 1 p.m., immediately following the adjournment of the opening plenary meeting. The list of speakers will be established in accordance with paragraph 4 of annex I to resolution 59/291.

Interactive round-table sessions

22. In accordance with resolutions 59/145 and 59/291, the High-level Plenary Meeting will hold four interactive round-table sessions as follows:

Wednesday, 14 September, from 3 p.m. to 6 p.m.

Thursday, 15 September, from 10 a.m. to 1 p.m., and from 3 p.m. to 6 p.m.

Friday, 16 September, from 10 a.m. to 1 p.m.

The chairpersons of the four round-table sessions will be from the African States, the Asian States, the Eastern European States and the Latin American and Caribbean States. The four chairpersons will be selected by their respective regional groups in consultation with the President of the General Assembly.

23. All four round-table sessions will cover the entire agenda of the High-level Plenary Meeting.

24. The four round tables will be held in Conference Rooms 5/6 (1B level). Member States are encouraged to be represented at the round tables at the level of Head of State/Government. Each Head of State/Government or head of delegation attending the round-table sessions may be accompanied by two advisers.

25. For each regional group the distribution of its members for participation in each round-table session will be as follows:

- African States: fifteen Member States;
- Asian States: fifteen Member States;
- Eastern European States: seven Member States;
- Latin American and Caribbean States: ten Member States;
- Western European and other States: nine Member States.

26. A Member State that is not a member of any of the regional groups may participate in a round-table session to be determined in consultation with the President of the General Assembly. The Holy See, in its capacity as observer State, and Palestine, in its capacity as observer, as well as the organizations listed in paragraph 10 of annex I of resolution 59/291, may also participate in different round-table sessions to be determined also in consultation with the President of the Assembly.

27. Heads of entities of the United Nations system may also participate in the round-table sessions, in consultation with the President of the General Assembly.

28. The round-table sessions will be closed to media and the general public. Accredited delegates and observers will be able to follow the proceedings of the round-table sessions via a closed-circuit television in Conference Room 3 (the overflow room), by presenting their primary United Nations grounds passes.

C. List of delegations

29. A list of delegations to the sixtieth session of the General Assembly will be published by the Protocol and Liaison Service. Missions are kindly requested to submit a comprehensive official list of delegation, including functional titles and affiliations of each member, to the Chief of Protocol, Room S-0201 (fax: 212-963-1921) as soon as possible. In order to avoid confusion, any changes to the original list should be sent separately, bearing in mind that such changes should not be incorporated into the list previously submitted to the Protocol Office. Missions are encouraged to transmit their comprehensive lists of delegations first electronically to sutliff@un.org, followed by a signed copy to be delivered to the Protocol and Liaison Service.

30. Each delegation shall "consist of not more than five representatives, and five alternate representatives, and as many advisers and experts as may be required" (Rules of procedure of the General Assembly, Section III, rule 25). With the exception of Head of State/Government and Vice-President, the head of delegation at the level of Cabinet Minister or lower shall be counted as one of the five representatives. If the five representatives and five alternate representatives are not specified, as required by the rules of procedure of the General Assembly, the first ten members of the delegation in the order of their listing will then be considered as Representatives and Alternate Representatives, for the purpose of publishing the lists of delegations. The names of members of media and security accompanying a Head of State/Government should be forwarded to the Media Accreditation Unit and not included in the official list of delegation.

D. Registration and accreditation

31. Accreditation of official delegations and members of the parties of Heads of State/Government, Vice-Presidents and Crown Prince/Princesses will be carried out by the Protocol Accreditation Unit. Missions are kindly requested to communicate the names, functional titles and affiliations of all the members of the respective

delegations, together with the SG.6[1] form "Registration of Members of Delegations to Temporary Meetings" duly filled out, to the Chief of Protocol, Room S-201, fax: 212-963-1921 (Attention: Protocol Accreditation Unit) until 14 August 2005. From 15 August to 30 September, the location of the Protocol Accreditation Unit will change to the UNITAR Building, located at First Avenue and 45th Street. From 15 August 2005 all requests for building passes should be delivered to this new address (fax number: 917-367-9404).

32. Once the delegates' lists together with the SG.6 forms are received at the Protocol Accreditation Unit, they will be reviewed and authorized. To ensure the issuance of building passes in a timely manner, representatives of Permanent/Observer Missions are requested to collect the authorized applications 48 hours after submissions to the Protocol Accreditation Unit and deliver them to the delegates for processing. If the name and the photograph of a delegate are already in the computer system of the Pass and Identification Office, his/her pass may be collected by a representative of the Permanent/Observer Mission in the absence of the delegate, upon presentation of the authorized application and a valid United Nations building pass. Otherwise, delegates who are in need of a photo ID are required to come with their SG.6 forms to the Satellite Pass and Identification Office located on the United Nations grounds at First Avenue and 47th Street.

33. Heads of State/Government, Vice-Presidents, Crown Princes/Princesses, and their spouses will be offered VIP passes without photographs. Deputy Prime Ministers, Cabinet Ministers and spouses thereof will be provided with VIP passes with photographs. In order for a VIP pass to be issued, appropriate requests and two colour passport-size photographs should be submitted in advance to the Protocol Accreditation Unit.

34. Delegations wishing to send colour photographs by e-mail must scan the official letter, photograph, and send together in one complete package to curran@un.org. Colour photographs must be in jpeg format only.

35. A separate list containing the names of the members of the party of the Head of State/Government, in need of access to the United Nations — with their occupations (aides de camp, interpreters, physicians, etc.) must be submitted together with the SG.6 forms to the Protocol Accreditation Unit. Passes for members of security details accompanying VIPs will be issued by the United Nations Security and Safety Service (tel: 212-963-2687). Passes for media personnel will be handled by the Media Accreditation Unit (tel: 212-963-6934).

36. The hours of operation for the Protocol Accreditation Unit will be as follows:

Weekdays up to 5 September (including Labour Day)	9.30 a.m.-5.30 p.m.
Tuesday to Friday, 6-9 September	9 a.m.-7 p.m.
Sunday, 11 September	10 a.m.-4 p.m.
Monday, 12 September	9 a.m.-7 p.m.
Tuesday to Friday, 13-16 September	8 a.m.-8 p.m.
Saturday and Sunday, 17-18 September	9.30 a.m.-6 p.m.
Weekdays from 19-30 September	9.30 a.m.-6 p.m.

[1] SG.6 forms may be downloaded from the following website: http://missions.un.int/protocol.

E. Welcoming breakfast

37. A welcoming breakfast will be arranged for Heads of State/Government addressing the High-level Plenary Meeting and their spouses in the North Delegates' Lounge on Wednesday, 14 September, from 7.30 to 8.50 a.m. Simultaneously, a welcoming breakfast will be arranged for heads of delegations (other than Heads of State/Government), Cabinet Ministers, the Permanent Representatives and their spouses in the Delegates' Dining Room.

38. The North Delegates' Lounge will be the gathering point for all Heads of State/Government addressing the High-level Plenary Meeting and their spouses on the morning of 14 September. The gathering point for 15 and 16 September and for the duration of the general debate will be the West Foyer (Indonesian Lounge) where light refreshments will be served. The West Foyer will be reserved exclusively for the Heads of State/Government and their spouses for the entire duration of the High-level Plenary Meeting and the general debate. In addition, the East Foyer — located on the second floor of the General Assembly Building near the top of the escalators at the Delegates' Entrance — will be reserved for spouses. The East Foyer may also be used for "flag shots" as required.

F. Official luncheon

39. There will be an official luncheon hosted by the Secretary-General in honour of the Heads of State/Government attending the High-level Plenary Meeting in the North Delegates' Lounge on Wednesday, 14 September, at 1.15 p.m. Invitations will be issued in due course for this event.

G. Group photograph

40. An official group photograph of the Heads of State/Government and heads of delegations of Member States who are to speak at the High-level Plenary Meeting has been scheduled for Wednesday, 14 September 2005, at 2.30 p.m., in the Trusteeship Council Chamber, immediately following the official luncheon.

41. For the group photograph, the position of each Head of State/Government and each head of delegation will be prearranged. Place cards indicating the exact position of each representative for the official group photograph will be placed at the seat for the official luncheon hosted by the Secretary-General.

42. Access to the Trusteeship Council Chamber during this group photograph will be restricted to the participants in the group photo. While access to other events may be authorized for interpreters and security personnel, no exceptions will be made for the group photograph. Only the designated photographers will be permitted to take the group photograph.

H. Programme for spouses

43. Mrs. Nane Annan, wife of the Secretary-General of the United Nations, will host two social events in honour of the spouses of Heads of State/Government

participating in the High-level Plenary Meeting of the General Assembly, as follows:

- a luncheon on Wednesday, 14 September 2005, at 1.15 p.m., in Private Dining Room 6 on the fourth floor of the Conference Building of the United Nations, and
- a visit to the Museum of Modern Art on the morning of Thursday, 15 September 2005, at 9.30 a.m.

For further information, please contact the Executive Office of the Secretary-General, tel.: 212-963-5012.

44. In addition, on Wednesday, 14 September 2005, from 11.45 a.m. to 12.45 p.m. (venue to be advised), Mrs. Annan will be the honorary chairperson of an information briefing for spouses of Heads of State/Government on topics related to the Millennium Development Goals, organized with the assistance of the United Nations Children's Fund (UNICEF). Please note that due to time constraints, spouses will not be expected to make an intervention during the briefing.

45. It is essential for the Chief of Protocol to be notified, at the earliest convenience of the Permanent Representatives and Observers, of the presence of spouses of Heads of State/Government in New York in order to expedite all the necessary arrangements.

I. Security arrangements

Access to the United Nations Headquarters complex

46. The Headquarters complex will be closed to the public from 4 p.m. on Sunday, 11 September 2005 through close of business Wednesday, 28 September 2005. Access to the United Nations complex during the High-level Plenary Meeting will be restricted to delegates and their staff; staff members of the United Nations Secretariat, funds and programmes and agencies; accredited media; and affiliates working in the Secretariat, who are wearing a United Nations grounds pass.

47. For all government delegations (Member States or Observers), grounds passes will be issued at the Satellite Pass and ID Office, 47th Street entrance. For grounds passes for National Security Officers accompanying the Head of State or Government, please contact Lt. Yassim Sallam, Security and Safety Service, at 212-963-2687. (See attached sample of request for grounds pass for security staff, annex III.)

48. Any questions should be directed to the Chief of the United Nations Security and Safety Service, Mr. Bruno Henn (tel: 212-963-9345) or to the Inspector-in-Charge of Operations, Ms. Phyllis Moore (tel: 212-963-0790). The High-level Plenary Meeting security planning team is located in room GA-101 (tel: 212-963-0368/69).

49. It must be emphasized that access to the United Nations will be denied to anyone who is not in the above-listed categories and who is not wearing a valid grounds pass. To avoid last minute difficulties, all Governments are requested to ensure the proper accreditation of their delegations.

Access to restricted areas

50. Within the United Nations complex, there will be certain further restrictions on movements. Restricted areas have been designated encompassing parts of the General Assembly Building, which includes the third balcony and portions of the General Assembly lobby, entire second floor of the Conference Building and the area encompassing Conference Rooms 4, 5, 6, 7, 8 and Vienna Café. Controls over access to restricted areas will be enforced by the Security and Safety Service. All participants of bilateral meetings will be given access to the temporary bilateral booths with a valid United Nations grounds pass.

51. During the High-level Plenary Meeting of the General Assembly, 14-16 September 2005, for security reasons, access to the restricted areas will be based on the regular delegates' passes plus secondary colour-coded access cards. For this purpose, the Protocol Accreditation Unit will issue to every Permanent Mission the following package: five cards of one colour for access to the General Assembly Hall and four cards of a different colour for access to the second floor of the General Assembly and Conference Buildings. Three other cards of yet another colour for entry to Conference Rooms 5/6 will be issued to every delegation participating in the four interactive round-table sessions. All secondary colour-coded access cards will be valid only for the duration of the High-level Plenary Meeting of the General Assembly, possibly during the general debate.

52. Not more than 15 special protocol tickets will be issued to members of delegations only for the duration of the statement of their respective Head of State/Government at the High-level Plenary Meeting of the General Assembly. Requests for these special protocol tickets to the General Assembly Hall with the names and titles should be sent at least one week in advance of the date needed to the Chief of Protocol.

53. In addition to the special protocol tickets, access to the public gallery of the General Assembly Hall (fourth floor) will be provided to those members of delegations whose head of delegation will address a given meeting of the High-level Plenary Meeting on the basis of the regular United Nations building pass in combination with special entry tickets to the public gallery. Requests for such tickets should be sent in writing to the Chief of Protocol at least one week in advance.

54. Reserved seating for the spouses of Heads of State/Government will also be available, provided a diplomat at the Permanent Mission informs the Chief of Protocol, in writing, the intention of the spouse of a Head of State/Government to attend a particular meeting.

55. Hours of operation of the Security and Safety Service, for the High-level Plenary Meeting and the general debate are as follows:

Saturday, 10 September	9 a.m. to 9 p.m.
Sunday, 11 September	9 a.m. to 9 p.m.
Monday, 12 September	8 a.m. to 11 p.m.
Tuesday, 13 September	8 a.m. to 11 p.m.
Wednesday, 14 September	6 a.m. to 9 p.m.

Thursday, 15 September	6 a.m. to 9 p.m.
Friday, 16 September	8 a.m. to 8 p.m.
Saturday, 17 September	7 a.m. to 7 p.m.
Sunday, 18 September	7 a.m. to 7 p.m.
Monday, 19 September	8 a.m. to 6 p.m.
Tuesday, 20 September	8 a.m. to 6 p.m.
Wednesday, 21 September	9 a.m. to 6 p.m.
Thursday, 22 September	9 a.m. to 6 p.m.
Friday, 23 September	9 a.m. to 6 p.m.
Weekdays 26-28 September	9 a.m. to 6 p.m.

56. Three message centres will be set up in order to provide assistance raised by the tight controls on access. These centres will be located within the restricted area in the East Foyer on the second floor of the General Assembly Building, in the Information Booth in the public lobby of the General Assembly and in the DC-1 lobby. All three message centres will be staffed by the Secretariat to ensure the smooth movement of messages into and out of the General Assembly Hall and restricted areas.

J. Arrangements for bilateral meetings

Facilities

57. For bilateral meetings among Member States, suitably appointed temporary booths, each able to hold a maximum of 10 participants, will be available in the General Assembly Public Lobby, on the second and third floors of the General Assembly Building and the 1B level of the Conference Building. Facilities on the second and third floors of the General Assembly Building will also be available for the general debate period.

Reservation system

58. A reservation system will be instituted through eMeets (emeets.un.org) as of 15 August 2005 in order to provide equitable and efficient use of the facilities, and will be accessible to all Permanent and Observer Missions for this purpose. This electronic request should specify the date and time of the meeting and should include the name of the other delegation participating in the bilateral meeting. Venues for photo opportunities in connection with bilateral meetings will be available close to the temporary meeting rooms.

59. Electronic confirmation of the availability of space will be given shortly after receipt of each request, and information on room assignments will be provided one day prior to the meeting. Depending on the programme, every effort will be made to keep a delegation's appointments in the same room. Late requests that cannot be

submitted ahead of time will be accepted based on availability, until 6 p.m. the day prior to the meeting.

K. Treaty signature/ratification event

60. It is recalled that the Secretary-General, in a letter dated 14 March 2005, invited Heads of State/Government to consider signing and ratifying or acceding to multilateral treaties deposited with him, during the High-level Plenary Meeting of the General Assembly. In this regard, he offered to provide special facilities — including media coverage — for that purpose.

61. The treaty signature/ratification event will take place from 14 to 16 September 2005 in the area near the Delegates' Entrance on the ground floor of the General Assembly Building, immediately to the right of the escalators in the main hall (Kuwaiti Boat Area). Appointments for signature, ratification or accession should be arranged well in advance with the Treaty Section (tel: 212-963-5047). Those countries intending to ratify and/or accede to a convention or treaty must submit copies of their instruments to the Treaty Section for review by 1 September 2005. Copies of instruments may be faxed to the Treaty Section at 212-963-3693.

62. It should be noted that the International Convention for the Suppression of Acts of Nuclear Terrorism will be opened for signature during the treaty event. Information relating to the treaty event, including the letter of invitation from the Secretary-General, the annual publication on the core treaties relating to this year's theme "Responding to the Global Challenges", a list of all multilateral treaties deposited with the Secretary-General and procedural information can be obtained from the United Nations Treaty Collection on the Internet at http://untreaty.un.org.

63. In addition to the Head of State/Government or Foreign Minister, two individuals per delegation will be permitted at the event. It is noted that it is the responsibility of the delegation to escort the representative who will be undertaking the relevant treaty action to the venue five minutes prior to the scheduled appointment. A Protocol Officer will greet and escort dignitaries (Head of State/Government/Vice-President/Crown Prince) from the escalators in the main hall.

64. It is further noted that, in order to have access to the premises during the Focus 2005 Treaty Event, national media must have previously obtained proper media accreditation from the Media Accreditation and Liaison Unit of the Department of Public Information.

65. Each delegation should designate an individual as a contact person for purposes of this event.

L. Media arrangements and services

66. Media representatives in possession of a valid United Nations grounds pass will be allowed to cover the High-level Plenary Meeting without additional accreditation. All others must apply for accreditation by Friday, 9 September 2005, by submitting a completed accreditation form available from the Media Accreditation and Liaison Unit's website at: www.un.org/media/accreditation. Please refer to this site for details regarding accreditation requirements, media

access to the United Nations Secretariat, as well as liaison services for coverage of open and bilateral meetings, press conferences and briefings.

67. All members of the media corps accompanying Heads of State/Government or heads of delegation must complete an application form (see annex II) for accreditation. The completed form should be attached to an official letter from the Permanent Mission concerned, listing the names of the media representatives with their functional titles and affiliation, addressed to Gary Fowlie, Chief, Media Accreditation and Liaison Unit, Department of Public Information, United Nations, fax: 212-963-4642.

68. Members of the media accompanying Heads of State/Government or heads of delegation must present themselves to the Media Accreditation Office, where they will have their photographs taken and be issued a United Nations grounds pass upon presentation of national passports and valid photo identification.

69. All other media wishing to cover the High-level Plenary Meeting will have a United Nations grounds pass issued at the Media Accreditation Office upon presentation of a letter of assignment from their bureau or editor-in-chief, addressed to the Media Accreditation and Liaison Unit and faxed to 212-963-4642. Two pieces of photo identification (such as passport, national press credentials, police press pass, driver's licence or state ID) are also required. Other credentials, such as bylined articles, may be requested. Criteria for media accreditation are available at www.un.org/media/accreditation.

Location and work hours of the Media Accreditation Office

70. The Media Accreditation Office is situated in Room 100 of the UNITAR Building, 801 First Avenue (located on the north-west corner of 45th Street and First Avenue).

71. From 15 August to 30 September 2005, the Media Accreditation Office will be located in a tent on the North Lawn of United Nations Headquarters, near the 48th Street entrance (south-east corner of First Avenue and 48th Street).

72. The hours for media accreditation will be as follows:

Weekdays from 15 August to 9 September	9 a.m. to 5 p.m.
Saturday, 10 September	9 a.m. to 9 p.m.
Sunday, 11 September	9 a.m. to 9 p.m.
Monday, 12 September	8 a.m. to 11 p.m.
Tuesday, 13 September	8 a.m. to 11 p.m.
Wednesday, 14 September	6 a.m. to 9 p.m.
Thursday, 15 September	6 a.m. to 9 p.m.
Friday, 16 September	8 a.m. to 8 p.m.
Saturday, 17 September	7 a.m. to 7 p.m.
Sunday, 18 September	7 a.m. to 7 p.m.
Weekdays from 19 to 23 September	8 a.m. to 6 p.m.

Saturday, 24 September to Wednesday, 28 September	9 a.m. to 5 p.m.

73. For security reasons, all media representatives will be required to wear both their United Nations grounds pass and national press identification at all times.

Entry and screening procedures

74. The designated press entrances are as follows:

Saturday, 10 September	48th Street Gate, First Avenue and 48th Street (open at 8 a.m.)
Sunday, 11 September	48th Street Gate, First Avenue and 48th Street (open at 8 a.m.)
Monday, 12 September	48th Street Gate, First Avenue and 48th Street (open at 8 a.m.)
Tuesday, 13 September	48th Street Gate, First Avenue and 48th Street (open at 8 a.m.)
Wednesday, 14 September	48th Street Gate, First Avenue and 48th Street (open at 6 a.m.)
Thursday, 15 September	48th Street Gate, First Avenue and 48th Street (open at 7 a.m.)
Friday, 16 September	48th Street Gate, First Avenue and 48th Street (open at 7 a.m.)
Saturday 17 September to Friday, 30 September	48th Street Gate, First Avenue and 48th Street (open at 7 a.m.)

75. All media representatives will be required to present a valid United Nations grounds pass to the United Nations security officers at the gate.

76. Media are advised to arrive early to allow sufficient time for screening. Last-minute arrivals will encounter delays, particularly when First Avenue will be closed for motorcades.

Media centre and other facilities

77. The facilities in the media workspace area (on the third floor of the Secretariat Building) include television monitors, telephone, fax, audio outlets and wireless Internet access at commercial rates. The Ex-Press Bar, on the third floor of the General Assembly Building, will serve as an overflow area for the media, in particular for the official photographers and cameramen waiting to enter the booth which will be assigned to them on a rotational basis. These locations will also be equipped with electrical outlets and a television monitor showing the proceedings in the General Assembly Hall.

78. The United Nations will establish a Media Centre for local and visiting media in Conference Room 1 on level 1B, which will provide the following technical services:

- Television monitors carrying live proceedings on closed-circuit television of the plenary meetings of the General Assembly, meetings of the Security Council, press conferences of Heads of State/Government, arrivals of motorcades at Headquarters and gatherings of Heads of State/Government for the round tables;
- Video distribution in NTSC and PAL video standards with international sound and English interpretation. Broadcasters must provide their own video recording decks;
- Audio distribution to record official proceedings, with provision for language selection, including "floor" audio and English interpretation;
- Paging system for general announcements to the media;
- Telephone lines (credit cards required) and 110-volt electrical outlets; media using laptops must provide their own modems;
- Computers with Internet access;
- Wi-fi Internet service;
- Distribution of documents, statements and press releases.

79. An information desk will be staffed in the Media Centre from 14 to 16 September 2005 to assist journalists with both organizational and substantive questions. For queries, call the Media Centre at 212-963-9611, 212-963-9612, 212-963-9613.

United Nations audio-visual materials

80. Photographs will be available to delegations for a nominal fee and to accredited correspondents free of charge. Photographs of morning statements will be available during the afternoon of the same day, and photos of the afternoon statements on the morning of the following day. Please direct photo inquiries and requests to: United Nations Photo Library, Room S-805 L, telephone: 212-963-6927, 212-963-0034; fax: 212-963-1658, 212-963-3430; e-mail: photolibr@un.org.

81. The URL for the photos is: http://www.un.org/av/photo. The file transfer coordinates for news photos are: Host name/address: ftp.un.org; User ID: unndphoto; Password: SSfuty!

82. Videotapes of speeches will be available for a fee in NTSC VHS and NTSC Betacam SP. Advance tape orders will generally be available on the day of the statement. Tapes ordered afterwards will be available as soon as possible, usually within one or two days. To request a videotape of a statement, contact: United Nations Television; telephone: 212-963-1561, 212-963-1563; fax: 212-963-3860, 212-963-4501; e-mail: gonzalezm@un.org and tanj@un.org. Please direct your requests to both to ensure prompt attention.

83. B-roll video material on Betacam NTSC is available on selected topics, such as historical footage of the first sixty years of the United Nations, Millennium Development Goals and other themes.

84. Live television feeds will be available through commercial carriers. For information, contact: United Nations Television; telephone: 212-963-7650; fax: 212-963-3860.

85. Please note that only pool television production services will be available from United Nations Television. Broadcasters interested in accessing United Nations Television's live coverage of the High-level Plenary Meeting and the general debate, should contact James Ludlam at 212-963-7650. If they wish to book a TV studio, call 212-963-7653 or 212-963-7650. A detailed schedule of live and ENG coverage will be e-mailed to broadcast clients in advance of the High-level Plenary Meeting.

86. Audio cassettes and a selection of digital audio files will be available from United Nations Audio Library (located on the first basement concourse, level 1B, in Room GA-27); telephone: 212-963-9270, 212-963-9272, 212-963-7262; fax: 212-963-3860.

87. The file transfer coordinates are: Host name/address: ftp.un.org; User name: unradio; Password: oid!1909; Home directory: /unradio; Folder: UNHQ Meetings.

88. Statements are normally available in the original language in which they were delivered. Special requests for recording of the interpretation in one of the six official languages should be made in advance and are subject to the limitations of recording facilities.

89. Delegations may request one cassette of each statement free of charge. Additional copies, back orders and other special requests are subject to charge and are handled by: Sound Recording Unit, Room GA-13 C; telephone: 212-963-9272.

90. Limited radio studio facilities will be provided to delegates and accredited journalists, when available. For radio studio availability, contact UN Radio by e-mail: chia-rubin@un.org, martinich@un.org and ottenno@un.org; please direct requests to all three to ensure prompt attention.

Internet

91. The United Nations website through a dedicated portal webpage (http://www.un.org/ga) will provide coverage of the General Assembly meetings, conferences, press briefings and events in the six official languages, including background information, press releases, news stories, documents, photos and access to radio programmes, webcast videos and statements.

92. The UN News Centre, at www.un.org/news, will serve as a main portal for United Nations news, and will be continuously updated. It will provide a wide array of links to related source materials, including press releases, selected reports and statements of the Secretary-General, the High-level Co-Chairs and General Assembly presidential statements, and other documents on major issues. On the UN News Centre, visitors can also subscribe to a free e-mail news alert service that will bring stories on the latest United Nations developments straight to their mailboxes or desktops.

93. The UN Webcast service, at www.un.org/webcast, will provide daily live and on-demand broadcasting over the Internet, of the General Assembly open meetings, conferences, press briefings and events. The meetings will be covered live in English and the original language of the speaker (floor). The archived webcast video

will be made available on the Webcast website, along with the text of statements. In order to facilitate timely availability of statements on the website, delegations should send them via e-mail to webcast@un.org. Alternatively, clear copies of statements printed on one side of the paper should be dropped off at S-1037A. Queries should be directed to the UN Webcast at 212-963-6733.

Pool coverage

94. Nearly all visual media coverage will be done by selected media pools due to logistics and space considerations. The pools are reserved exclusively for United Nations Television, United Nations photographers, international wire services and photo agencies. In the case of print media, the United Nations Correspondents Association (UNCA) will notify the Department of Public Information of its representative.

95. The official media accompanying a Head of State/Government or head of delegation, including the official photographer, will not be permitted to participate in these pools. The one exception will be the official luncheon in which their Head of State/Government or head of delegation participates, when the official photographer will be allowed to join the pool and will be subject to direction by the media liaison staff. Please note that all media pools will be accompanied by media liaison staff.

96. Official photographers and television crews will have an opportunity to cover the statement of their Head of State/Government or head of delegation on a rotating basis from the press booths surrounding the General Assembly Hall. Owing to space limitations, they may not remain in the booth to cover other speeches. A limited number of still photographers, escorted by media liaison staff, will also be allowed to take photographs from the bridge at the back of the General Assembly Hall during statements. These operations will be coordinated from the third-floor Liaison Desk in the General Assembly Building. To contact the Media Liaison Desk, call 212-963-7756, 212-963-3353.

Tickets to the press gallery in the General Assembly Hall

97. There are 53 seats available for media representatives in the press gallery of the General Assembly Hall. The Media Liaison Desk on the third floor will distribute tickets on a first-come first-served basis 30 minutes before the meeting.

Copies of statements for the press

98. Delegations wishing to make available the text of the statement of their Head of State/Government or head of delegation are asked to bring 150 copies to the Media Centre in Conference Room 1 (located in the first basement, level 1B), and an additional 150 copies to the Media Documents Centre in the third floor press area. No photocopying facilities will be available for this purpose. The texts of statements will be available at http://www.un.org/ga.

United Nations press release coverage

99. The Department of Public Information will provide press release coverage in English and French of open meetings. These may be obtained from the third-floor racks in the Media Documents Centre, and on the Internet at www.un.org/news. Queries should be directed to the Press Service at 212-963-7211 (English) or 212-963-7191 (French).

Background material and other queries

100. For media materials about the High-level Plenary Meeting and General Assembly key issues, see the United Nations website at www.un.org. The site will also provide up-to-date information about documents, the overall programme, special events, NGO activities and a listing of live webcasts of certain segments of events.

101. For additional information, suggestions for possible interviews and other related assistance, contact the Strategic Communications Division, Department of Public Information. Telephone: 212-963-5851, 212-963-2932 and 212-963-8264. E-mail: mediainfo@un.org.

Briefings and press conferences

102. Daily briefings for the media will be held at noon by the Spokesperson for the Secretary-General and the Spokesperson for the Co-Chairs of the High-level Plenary Meeting and the Spokesperson of the 60th General Assembly session in Room S-226. Press conferences by senior United Nations officials, delegations and Permanent Missions of Member States will take place in the same room or in Conference Room 2. The list of press conferences will be announced daily by the Office of the Spokesperson of the Secretary-General and will be posted at www.un.org/news/ossg/conf.htm. It will also be available on the website of the Media Accreditation and Liaison Unit at www.un.org/media/accreditation. Delegations can book press conferences by calling the Office of the Spokesperson. Telephone: 212-963-7707, 212-963-7160 or 212-963-7161.

Coverage of bilateral meetings

103. Photo opportunities will be available for bilateral meetings that are open for coverage. Media representatives covering these meetings will be asked to assemble at the Media Liaison Desk, from which point they will be escorted by a liaison officer. The Media Liaison Desk is situated on the third floor outside the General Assembly Hall. A schedule of bilateral meetings will be issued daily.

Coverage of treaty signature/ratification events

104. Media representatives will be able to cover the signature and ratification of treaties during the High-level Plenary Meeting from a special platform near the Delegates' Entrance (ground level). There will be space for a limited number of

photographers. For information, call the Treaty Section, Office of Legal Affairs, at 212-963-5048.

M. Medical services

105. The United Nations Medical Service operates a walk-in clinic from 9 a.m. to 6 p.m. The clinic is located on the fifth floor of the Secretariat Building. In addition to this, during the High-level Plenary Meeting, a first aid station/satellite of the Service will be set up on the second floor of the Conference Building adjacent to the elevator, in front of room C-202.

106. Physicians travelling with Heads of State or Government may contact the head nurse if they have special needs or if they need to view the facilities available at the Medical Service.

Head nurse	Neomy Mantin	Telephone: 917-367-3627

N. Host country liaison

107. All inquiries concerning host country matters should be directed to Russell F. Graham at the Permanent Mission of the United States of America to the United Nations during regular business hours at 212-415-4330 and after hours please call 212-415-4444.

O. Additional information and briefing sessions

108. If the need arises to update and expand the information contained herein, additional information may be issued. In addition, question-and-answer sessions for interested delegations may be arranged in the weeks leading up to the High-level Plenary Meeting.

109. In the lead-up to the High-level Plenary Meeting, the following documents will be issued:

- Note verbale from Protocol on protocol/accreditation arrangements;
- Note verbale on bilateral meeting arrangements;
- Press kit for the 60th Session of the General Assembly;
- Delegates Handbook;
- Information circular to media.

P. Focal points for arrangements related to the High-level Plenary Meeting

General Assembly Affairs and Meeting Services

General Assembly Affairs:	Ion Botnaru, 212-963-2336
Facilities for bilateral meetings:	Aurora Szekielda, 212-963-9283
	Fax: 212-963-9284
Protocol	Paulose T. Peter, 212-963-7179/7175
	Fax: 212-963-1921
Delegation accreditation and access:	Marybeth Curran, 212-963-7181
	Fax: 917-367-9404
Security	Phyllis Moore, Inspector, 212-963-0790
	Fax: 917-367-7032
Media	Gary Fowlie, 212-963-6934
	Fax: 212-963-4642
	Tim Wall, 212-963-5851
	Fax: 212-963-1186

Annex I

United Nations Nations Unies

HEADQUARTERS • SIEGE NEW YORK, NY 10017

BILATERAL ROOM RESERVATION FORM
60th Session of the General Assembly
12 to 30 September, 2005

MISSION:	
CONTACT PERSON:	
TELEPHONE NUMBER:	
FAX NUMBER:	
E-MAIL ADDRESS:	

DATE OF MEETING	TIME		Meeting with DELEGATION of:	LEVEL
	From	To		

N.B.: Each meeting room accommodates a maximum of 10 persons. 20 minutes are allotted per bilateral meeting, with 10 minutes between meetings. Please indicate the starting time only. Please also indicate the delegation with whom you are meeting as well as the level of the meeting, whether Head of State, Head of Government, Ministerial or other. Requests should be submitted at the latest by 6 p.m., one day before the meeting.

Please access the form at: emeets.un.org or fax it to **(212) 963-9284**, Ms. Aurora Szekielda, Bilateral Coordinator, Planning and Meetings Servicing Section, Department for General Assembly and Conference Management, Tel.: (212) 963-9283.

Annex II

HIGH-LEVEL PLENARY MEETING

AND 60TH SESSION OF THE GENERAL ASSEMBLY

UNITED NATIONS, NEW YORK

REQUEST FOR ACCREDITATION OF MEDIA REPRESENTATIVES

NOTE: This application must be presented with a letter of assignment and a photo, in order to be processed.

(For other requirements and accreditation process, please go to: www.un.org/media/accreditation)

PERSONAL DATA

1. Name: _____
   (Family name) (First name)
2. Place and date of birth: _____
3. Nationality: _____ 4. Passport number: _____
5. Permanent office address *(if different from your organization's headquarters)*: _____

_____

_____

_____

Telephone: _____ Fax: _____

E-mail:

6. Contact information during the Summit:

Address: _____

Telephone: _____ E-mail: _____

DATA ON THE MEDIA ORGANIZATION YOU REPRESENT

7. Name of organization: _____

8. Contact person and title: _____

9. Headquarters mailing address: _____

_____

Telephone: _____ E-mail: _____

Website: _____

10. Status/Ownership: \

Educational/Public Government/State

Private Other (specify): _____

11. Type of medium *(check as many as necessary)*:

Daily newspaper Photo/visual service Television

News agency/service Radio Weekly publication

Other (specify): _____

12. Position:

Cameraperson Director Photographer Reporter

Correspondent Editor Producer Technician

Other (specify): _____

13. Working language(s) of your media organization: _____

_____

14. Your main news topic(s) or field(s) of coverage *(if applicable)*: _____

Request for accreditation of media representatives

HIGH-LEVEL PLENARY MEETING AND 60TH SESSION OF THE GENERAL ASSEMBLY

UNITED NATIONS

New York, September 2005

PROCEDURES TO APPLY FOR MEDIA ACCREDITATION

Bona fide representatives of media — print, photo, radio, television and film — will be accredited for coverage of the High-level Meeting and 60th session of the General Assembly of the United Nations to be held in New York, September 2005.

Those not in possession of a valid United Nations grounds pass should submit completed application forms, together with a letter of assignment, on official letterhead from the Editor or Bureau Chief, to:

Media Accreditation and Liaison Unit
Department of Public Information
United Nations
Room S-250
New York, NY 10017, USA.
Fax: 1 (212) 963-4642

No acknowledgement will be sent to you. Applicants may call to confirm that their assignment letter and form have been received. Tel: 1 (212) 963-7164 or 1 (212) 963-5934.

Please be advised that applicants should bring with them their letter of assignment, together with two forms of photo identification (passport, national press credentials, driver's licence or work ID) when presenting themselves at the Media Accreditation Office on 801 First Avenue (Room U-100), located at the north-west corner of First Avenue and 45th Street. From 15 August to 30 September, the Media Accreditation Office will be located in a tent on the North Lawn, near the 48th Street entrance (situated on the south-east corner of First Avenue and 48th Street.

PLEASE NOTE: Application forms can be filled in online prior to printing and will be considered only if accompanied by a letter of assignment. Accreditation is free of charge. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Annex III

UNITED NATIONS NATIONS UNIES

SECURITY AND SAFETY SERVICE

SPECIAL SERVICES UNIT

Request for Grounds Pass — Security Staff

Issuance_____ Renewal_____ Duplicate_____

Name: _____

Country/Agency: _____

Protectee: _____

_____ _____ _____

Official Seal Date Authorized Signature

_____

Print Name

(To be completed by the Special Services Unit)

Code / Weapon: UA A _____

(Must obtain prior approval from the Chief of Security and Safety Service)

Expiration Date: _____

Approved by: _____ Date: _____

Proof of Identification (Must be presented at the Pass and Identification Unit)_____

Annex IV

PLEASE TYPE OR PRINT ONLY

UNITED NATIONS

PROTOCOL AND LIAISON SERVICE

Sixtieth Session of the General Assembly

September 2005

Delegation of _____

Head of State: _____

or

Head of Government: _____

or

Head of Delegation: _____

Title: _____

Date of Arrival to New York: _____

Date of Departure from New York: _____

Name of Spouse (if present): _____

(First name) (Last name)

Contact at the Permanent Mission: _____

Phone number of contact: (office) _____ (cell) _____

Please return to the Protocol and Liaison Service, Room S-201, fax # 212-963-1921.